

Rf-4947

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18 April 57

MEMORANDUM FOR: Chiefs of DD/P Senior Staffs and Area Divisions

ATTENTION: Chiefs of Support

SUBJECT: Preparation and Distribution of Administrative Plans.

1. Paragraph 4.f. of [] dated 29 January 1957, places responsibility with the Senior Staff concerned with a project to make appropriate separate distributions of approved Project Outlines and Administrative Plans.

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2. In order for the Senior Staffs to make appropriate distribution of the Administrative Plans, it is necessary that the Chiefs of Support in Area Divisions (or Senior Staff when a project is being operated by a Senior Staff) provide the Senior Staff with an original of the Administrative Plan plus sufficient copies to accomplish the following distribution:

Original, plus 1 copy - Finance Division
 1 copy - Budget Division
 1 copy - Audit Staff
 2 copies - Commercial Staff
 (1 copy to be sent by CM to Vital Documents. If

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[]
 1 copy - CI Staff
 1 copy - Senior Staff concerned
 5 copies - Area Division concerned
 1 copy for each element which coordinated on the Admin. Plan

3. In the preparation of the Administrative Plan, it is suggested that a single sheet of bond paper and a ditto master be placed in the typewriter together in order to produce in a single process an original (for approval by DD/P and DD/S or their designees) and sufficient copies for the required distribution. The ditto master should be run-off by the Division, and the resulting Administrative Plan copies, along with the original, submitted to the Senior Staff.

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Deputy Director (Support)

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